



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	<b>BOARD OF ARCHITECTS</b>
MEETING DATE AND TIME:	<b>Wednesday, November 3, 2010 at 1:00 p.m.</b>
PLACE:	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
MINUTES APPROVED:	<b>December 1, 2010</b>

**MEMBERS PRESENT**

Jean McCool, RA, Professional Member, President  
John Mateyko, RA, Professional Member  
Arden Bardol, RA, Professional Member  
Elizabeth Happoldt, Public Member  
Prameela Kaza, Public Member  
Brian Lewis, Public Member  
Kevin Wilson, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Frank Broujus, Deputy Attorney General, for Andrew Kerber  
Nicole M. Williams, Administrative Specialist II

**ABSENT**

Joseph Schorah, Public Member, Secretary  
Kenneth Freemark, RA, Professional Member

**OTHERS PRESENT**

Matthew J. Peterson  
Juli LaBadia, Court Reporter  
Nancy Payne of the Delaware AIA

**1.0 Call to Order**

Ms. McCool called the meeting to order at 1:07 p.m.

**2.0 Proposal to Deny Hearing: Matthew J. Peterson Pursuant to 24 Del C. §307(a)(1)**

DAG Frank Broujos noticed for the record the proposal to deny hearing at 1:08 pm for Mr. Matthew J. Peterson as he did not meet the requirements for licensure pursuant to 24 Del C. §307(a)(1) and (2). Mr. Peterson was sworn in by the Court reporter and provided his testimony. Mr. Peterson

presented the Board with exhibits for their review prior to his testimony. The Board addressed Mr. Peterson. Mr. Peterson addressed the Board again.

The Board went off the record at 1:25 pm for deliberations.

The Board went back on the record at 1:34 pm.

Ms. Prameela Kaza made a motion, but then withdrew the motion for clarity. Mr. Broujos recommended that the Board go off the record to allow the Board to revise the motion at 1:35 pm.

The Board went back on the record at 1:40 pm. A motion was made by Ms. Kaza, seconded by Mr. Wilson, to deny Mr. Peterson a reciprocal certificate of registration based on the applicants failure to meet the education requirements pursuant to 24 Del C. §307(a)(1) and Board regulation 4.1. The motion carried unanimously. The hearing adjourned at 1:41 p.m.

The Board recessed at 1:41 p.m.  
The Board reconvened at 1:47 p.m.

### **3.0 Review and Approval of Minutes**

The Board reviewed the October 6, 2010 minutes and noted a correction. Ms. Williams will correct the typographical error. Mr. Lewis made a motion to accept the minutes with the correction, seconded by Ms. Kaza. Motion carried unanimously.

Ms. McCool advised and welcomed the newest member of the Board, Mr. Kevin Wilson, as a professional member.

### **4.0 Unfinished Business**

#### **Review of Unlicensed Activity Letters**

Mr. Broujos advised the Board that according to Mr. Kerber there was no new information regarding this matter.

### **5.0 New Business**

#### **Review of Certificate of Authorization Applications – See attached Listing**

Ms. McCool advised the Board that there may be some licensees who may not have received their notifications as the business have since closed and need to send to contractors as well because they advertise as providing architectural services.

Mr. Mateyko inquired if those small businesses that only do drafting or single family homes are they noticed that they do not need the COA. Ms. Williams advised that most of these type of inquiries come into the Division in the form of a phone call to customer service or an email and the reply is that according to the law it is not required for small companies that only do drafting or single family homes.

Ms. Williams advised the Board that the main issue arising from whether or not to file a COA is if the out of state company the registered DE architect is employed is not offering or practicing architecture will they need to file a COA. The Board advised that they will not need to file a COA as a business cannot predict the future but the minutes should reflect that all business need to know to apply should the business later obtain architectural work in DE or if they intend to offer architectural services in Delaware.

Mr. Broujos advised the Board to implement regulations to help with the COA process as he will confer his advice to Mr. Kerber. Mr. Mateyko advised to have this issue on the December agenda as

well as form a new rules and regulations committee. Ms. Williams will notice this matter on the December agenda.

Ms. McCool inquired if the Board office has reviewed the listed COA applications. Ms. Williams advised that the Board office staff has reviewed the applications but questions the Board if a copy of the actual business license is needed to be submitted with the COA application. Ms. McCool advised that the law does not require this from businesses for the COA. Ms. Bardol advised that the law states specifically “a business entity requesting a COA” which implies that they are a business therefore needing a business license.

Ms. Williams advised the Board of Nagle’s COA application. The Board advised that Robert A. Nagle’s and Associates does not need a COA. Ms. Williams will update the business regarding that they do not need the COA.

Mr. Wilson made a motion to approve the listing excluding Nagle, seconded by Ms. Kaza. Ms. McCool advised that the list for next Board should include the architect names. Ms. Williams will include the information as requested. The motion carried unanimously.

#### Review of Reciprocity Applications

Direct Application: Charles Goulding: BA Architecture – Mr. Lewis advised the Board of Mr. Goulding’s application and all was in order. Mr. Lewis made a motion to approve a certificate of registration for Mr. Goulding as a licensed architect, seconded by Mr. Wilson. Motion carried unanimously.

Re Application via NCARB: Robert Engler – Ms. McCool reviewed and advised the Board of Mr. Engler’s application and all was in order. A motion was made by Mr. Mateyko to approve Mr. Engler’s application for licensure, seconded by Ms. Kaza. Motion carried unanimously.

Direct Application: James Rill: MA Architecture – Mr. Mateyko advised the Board of Mr. Rill’s application and all was in order. Mr. Mateyko made a motion to approve Mr. Rill for licensure, seconded by Ms. Bardol. Motion carried unanimously.

Re Application via NCARB: Robert Goldman – Ms. McCool reviewed and advised the Board of Mr. Goldman’s application and all was in order. A motion was made by Ms. Kaza to approve Mr. Goldman’s application for licensure, seconded by Ms. Happoldt. Motion carried unanimously.

#### Review of Reciprocity Applications – NCARB Certificate – Ratify Listing

Robert Hughes	Peter Pagani
Fon Wang	Kevin Moran
Anthony Iovino	Keith Smith
Thomas DiBenedetto	

Mr. Mateyko made a motion to ratify the NCARB certification licensee listing above, seconded by Ms. Kaza. Motion carried unanimously.

#### Review of Application by Written Examination to Take the ARE Exam

Renee Richardson: BA Architecture – Drexel University – Ms. McCool reviewed and advised the Board the application was in order. A motion was made by Ms. Bardol, seconded by Mr. Lewis. Motion carried unanimously.

Request for Extension from Element Design Group for Certificate of Authorization

The Board came back to discuss this agenda matter.

The Board discussed and advised to deny their request for an extension. Ms. Bardol advised there is no provision in the statute that allows for an extension. Ms. Happoldt made a motion to deny the request for an extension, seconded by Mr. Lewis. Motion carried unanimously.

Business License Requirement for Certificate of Authorization

A motion was made by Mr. Wilson to require COA applications to provide proof of a state business license, seconded by Ms. Happoldt. Motion carried unanimously.

New Complaint: 07-07-10 – The Board discussed the complaint process to Mr. Wilson and advised that the board has not been having sufficient communication between the investigator assigned to the complaint and the assigned board contact person. Ms. Bardol inquired from Ms. Williams why this is still an issue with the Board. Ms. Williams advised that she has no other contact with the complaint or the investigative unit but to assign the contact person to the complaint or file a complaint on behalf of the Board.

Ms. Kaza left the meeting at 2:46 p.m.

Mr. Mateyko inquired about having a designated investigator to the Board of architects. Ms. McCool advised that this could be a monetary issue for the Division. Ms. McCool inquired to have Mr. Collins present for the December meeting. Ms. Williams advised that she will send a request to Mr. Collins.

This complaint was assigned to Mr. Wilson.

**6.0 Other Business Before the Board (for discussion only)**

Concerns Regarding When and When Not to File the Certificate of Authorization

This agenda item was previously answered in New Business “Review of Certificate of Authorization Applications”, see above.

Ms. Bardol advised that the Board skipped agenda item 5.5. The Board went back to agenda item 5.5, Request for Extension from Element Design Group for Certificate of Authorization.

**7.0 Public Comment**

There was no public comment.

**8.0 Next Scheduled Meeting**

The next meeting will be held on December 1, 2010 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**9.0 Adjournment**

With no further business before the board, Mr. Lewis made a motion to adjourn the meeting, seconded by Mr. Mateyko. The motion carried unanimously. The meeting adjourned at 3:00 pm.

Respectfully submitted,



Nicole M. Williams

Administrative Specialist II